**BTSD Attendance Fact Sheet**

**Policies**:

1. The first ten (10) absences in the school year MAY be excused by a parent/guardian note OR a healthcare provider.
2. After ten (10) absences, a DR NOTE will be required for each additional absence for the remainder of the school year.
3. Absences shall be considered unexcused until a written note is received by the attendance secretary within ten (10) school days. **A text message to your child’s teacher is NOT acceptable.**
4. Notes that are received after the 10-day deadline may be considered by the attendance committee for extenuating circumstances.

**Procedures**:

1. After the 3rd unexcused absence (no note received within 10 school days), parent/guardian will receive a warning letter from their child’s school. Along with the letter will be an invitation to attend a *School Attendance Improvement Conference.*
2. At the *School Attendance Improvement Conference*, a plan will be developed to identify resources and strategies for improving the student’s attendance.
3. If the unexcused absences continue, referrals to an attendance program or Bucks County Children and Youth will be made.
4. Continued unexcused absences will result in a citation in front of a District Magistrate.

**For more information, contact**:

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